

MCC Independent Evaluation Final Report Outline Template

- i. List of Acronyms
- ii. Table of Contents
- iii. Executive Summary¹
 - a. Overview of Compact and intervention(s) evaluated
 - b. Evaluation type, questions, methodology
 - c. Implementation summary
 - d. Findings
 - e. Next steps/future analysis

¹ The Executive Summary should be written for a general audience and should provide a complete summary of the evaluation. Keep in mind that many people only read the Executive Summary.

1. Introduction
 2. Overview of the Compact and the intervention(s) evaluated²
 - 2.1. Compact Program Logic (input, output, short-term outcomes, medium/long-term outcomes, ultimate impact)
 - 2.1.1. Project-level, lower as necessary
 - 2.1.2. Link to ERR and Beneficiary Analysis
 - 2.1.3. Program Participants (who is being targeted and why)
 - 2.1.4. Geographic Coverage (where is it being implemented and why)
 - 2.1.5. Implementation Summary³
 - 2.1.5.1. Summary of implementation:
 - 2.1.5.1.1. Who were the implementers?
 - 2.1.5.1.2. What were the projected and actual costs?
 - 2.1.5.1.3. Were monitoring targets achieved? Why or why not?
 - 2.1.5.1.3.1. Include Activity Monitoring Plan when applicable
 - 2.1.5.1.4. How was the selection of participants/recruitment defined?
3. Literature review of the evidence
 - 3.1. Evidence gaps that current evaluation fills
4. Evaluation Design
 - 4.1. Evaluation type (performance, impact or mix)
 - 4.2. Evaluation questions
 - 4.2.1. Country-specific and international policy relevance of evaluation
 - 4.2.2. Define key outcomes linked to program logic
 - 4.3. Methodology
 - 4.4. Study Sample (required sample size, sample frame, selection process, stratification, stages of sample selection, design omissions in the sample, level of representation, strategy for absent respondents)
 - 4.5. Timeframe
 - 4.5.1. Justification for proposed exposure period to treatment
5. Findings
 - 5.1. Estimated impact (or potential effect for performance evaluations) on key outcomes and pathways through which effects (or lack of effects) are explained (will vary in rigor if impact or performance evaluation)
 - 5.2. Comparison with ex-ante ERR projections and M&E Plan targets
 - 5.3. Policy implications
6. Next Steps and/or Future Analysis
 - 6.1. Dissemination procedures
 - 6.2. Additional analysis and deliverables expected (journal articles, workshops, conferences, etc.)

² Be sure to use the appropriate Project/Activity/Sub-Activity terminology.

³ This is really intended to answer – was the program implemented according to plan. The core description of the project belongs in Section 2.

7. References

Annexes

- Stakeholder Comments and Evaluator Responses
- Stakeholder Statement of Support or Difference